

## ***Housing and Essential Needs (HEN) Grant***

### ***Client File Documents***

Following are the minimum client file document requirements. Commerce is encouraging HEN lead and sub grantees to consider the business need for additional information collected. Remember that if an applicant client is qualified for HEN assistance, their income, asset and incapacity information has been documented by DSHS to confirm eligibility.

- ✓ Benefits Verification System (BVS) Consent Form *OR* Community Service Office (CSO) staff persons consent (staff name, date)
- ✓ Homeless Management Information System (HMIS) Consent Form
- ✓ Print out of BVS client page identifying HEN eligibility
- ✓ If at Risk – Intake/Assessment Form
- ✓ If at Risk one of the following:
  - Rental agreement in Applicant Client's name
  - Lease in Applicant Client's name
  - Certification from friend/family of a payment obligation (Form provided by Commerce)
  - Pay/Vacate with Lease or Rental Agreement in Applicant Client's name
  - Eviction Notice with Lease or Rental Agreement in Applicant Client's name
  - Certification from friend/family of potential eviction (Form provided by Commerce)
  - Utility bill in Applicant Client's name
  - Utility Late Payment in Applicant Client's name
  - Utility Shut off Notice in Applicant Client's name

**Note:** If a client is homeless, and you can place them with a friend/family in housing, you can use the *Certification from friend/family of payment obligation Form* as documentation.

**Note:** if an Applicant Client refuses to sign the *HMIS Consent Form* you need to write "REFUSED" across the top of the form and place in the client file.

**Note:** if an Applicant Client refuses to sign the *BVS Consent Form* you need to write "REFUSED" across the top of the form and place in the client file. You must confirm eligibility through the local CSO and document in the client file.

**Note:** a copy of a driver's license, social security card or birth certificate etc. is not required for the client file. This doesn't mean you should not ask clients to show you some form of ID, it just means you don't need to keep a copy in the file for the purposes of the grant.

**Note:** While many agencies have a generic rental assistance application, please consider the specific business need for collecting additional information for a HEN applicant. All HEN grantees will need to enter data in HMIS – the basic Universal Data Elements on the Central Intake screen.

These elements include: name, social security number, date of birth, race, ethnicity, gender, veteran status, disabling condition, residence prior to program entry, zip code of last permanent address, and housing status (homeless or at risk).

Beyond these HMIS data elements, leads and sub grantees do not need to report or collect further information for the purpose of the HEN grant. As was stated above, please carefully consider your business needs for collecting additional information on the client.